

NON-CONTRACT RECALL

P-1 Type 059 Recall of Active Employee

NOTE: Recalls can get confusing as each individual's situation is unique. Please call or email DAS-HRE Pre-Audit if you have any questions at all regarding recalls.

- Non-contract employees are only eligible for recall to the class and employing unit from which laid off.
- A 059 Recall – Active P1 is used to recall a current employee to the class and employing unit from which they were laid off.
- Enter the BrassRing number of the Recall list in the P1 remarks as well as the “Cert. Number” line.
- Upon recall, the employee shall be paid at the same pay rate as when laid off or bumped.
- Employee will receive any pay grade, pay plan, class or general salary increases that occurred during the time the employee was on layoff.
- Enter a note in the P1 remarks about any increases the employee missed while on layoff (step increases, ATBs, etc). Also include calculations for the new rate of pay, if applicable.
- The Step Increase date will be adjusted forward by the period of time on layoff if laid off for more than 30 days. Please refer to the section below for instructions on how to adjust the Step Increase date.
- Employee will have a permanent Employee Status upon recall.
- The Date of Employment, Seniority Date and Vacation Anniversary date will be restored to what they were at the time of layoff.
- Employee's unused accrued sick leave shall be restored if the employee is reinstated within two years following the date of layoff.
- If an employee is recalled in the same fiscal year in which laid off, the “temporary care of immediate family” balance at the time of layoff will be restored.

Administrative Rule 53.6(11)

53.6(11) Recall. If an employee is recalled in accordance with 11—subrule 60.3(6), the employee shall be paid at the same step or pay rate as when laid off or bumped, including any pay grade, pay plan, class or general salary increases, except as provided in subrules 53.6(1) and 53.6(2). For setting eligibility dates, see subrule 53.7(5).

Also refer to Managers & Supervisors Manual: Chapter 16 Layoff – Section 16.25 Recall

Step Increase Date

If an employee was laid off for more than 30 days the step increase date must be adjusted forward by the period of time on layoff. If an employee was laid off for 30 days or less no adjustment needs to be made.

Step increases for non-contract employees are discretionary. They are also based on performance, are not automatic, and may be delayed beyond completion of the employee's minimum pay increase eligibility period. To be eligible for a step increase, the employee must have a current performance evaluation on file with a rating of at least “meets job expectations.”

If an employee is eligible for a step increase upon recall, the agency can decide whether or not to give the employee an increase at that time.

The employee's step increase date at the time of layoff shall be restored and adjusted forward by the period of time on layoff, unless this step increase date is past due. Do not go by the step increase date that was set upon reinstatement.

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If the employee's step increase date is past due, give the employee the missed step increase on their rate of pay at the time of layoff. Set the step increase date to 52 weeks from the original date, plus the number of pay periods the employee was on layoff (if laid off for more than 30 days).

Example:

Laid off 01/05/2012 and reinstated from an Outplacement list on 03/30/2012.

Step increase date set to 09/28/2012 upon reinstatement.

Recalled to original class and employing unit on 04/27/2012.

Step increase date at the time of layoff: 02/17/2012 (past due).

The employee receives the past due step increase upon recall.

The step increase date is then adjusted from 02/17/12 to 02/15/13 + 6 pay periods (85 days / 14)

=**05/10/2013** adjusted step increase date

Quick Reference: *Adjusting the Step Increase Date* document for instructions and link to the Time/Date Calculator, <http://www.timeanddate.com/date/duration.html>.